

PERSONNELRegulations Pertaining to Equal Employment Opportunity

The following plan shall regulate the implementation of the EEO policy.

I. General Statement

Stafford County Public Schools will provide equal employment opportunities without discrimination on the grounds of race, color, religion, sex, age, political affiliation, national origin, or disabilities. Stafford County Public Schools prohibits discrimination, sexual harassment, or any conduct inconsistent with sound merit principles.

The administrative and supervisory staff, shall be responsible for implementing this policy and persons in noncompliance are subject to disciplinary action. Persons believing themselves aggrieved by noncompliance may seek corrective action through the grievance procedure discussed in Section V of this regulation.

II. Scope of the Plan

This plan is designed and intended to counter such unsound personnel practices as:

- A. Discrimination against an employee or applicant on the basis of race, color, religion, sex, age, political affiliation, national origin, or disabilities.
- B. Lowering the job requirements or performance standards for the purpose of favoring any employee or applicant on the basis of his or her race, color, religion, national origin, political affiliation, disability, sex or age.
- C. Sexual harassment, including but not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, of an applicant or employee, under any circumstances, where:
 - 1. Submission to the conduct is either an explicit or implicit term or condition of employment.

PERSONNELRegulations Pertaining to Equal Employment Opportunity

(continued)

2. Submission to or rejection of the conduct is used as the basis for employment or promotion decision affecting the person who did the submitting or rejecting.
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

III. Dissemination of Policy

The Equal Employment Opportunity Policy (506) shall be included in Stafford County Schools Policies and Regulations. Principals and supervisors will distribute and review information relating to the policy as needed.

In addition, posters identifying Stafford County Schools as an Equal Opportunity Employer will be posted in all schools and administrative offices.

The guidelines for the implementation of the Equal Employment Opportunity Policy shall be distributed to all principals and other administrators having line responsibility for employees and shall be available to any employee upon request.

IV. Responsibility**A. Superintendent of Schools**

The Superintendent of Schools shall give overall direction to the implementation of the Equal Employment Opportunity Policy. The Superintendent will appoint all Equal Employment Opportunity Committee members.

B. Department of Human Resources

The Department of Human Resources under the direction of the Superintendent and the Assistant Superintendent for Administration and Personnel shall have the primary responsibility for administering the policy. A personnel administrator shall be an ex officio member of the Equal Employment Opportunity Committee.

PERSONNELRegulations Pertaining to Equal Employment Opportunity

(continued)

C. Equal Employment Opportunity Committee

An Equal Employment Opportunity Committee of not more than eight members shall be appointed by the Superintendent to assist the Department of Human Resources. The Committee shall consist of a cross section representation of all employees of the Stafford County School Board and such non-employees representation, if any, as the Superintendent deems appropriate.

The terms of appointments shall be two years, except that three of the original appointments shall be for a one-year term. The Division Superintendent shall appoint the chairperson.

The Committee shall meet at least twice a year.

D. Principals and other Administrators

Principals and administrators will be expected to be familiar with the Guidelines for the Implementation of the Equal Employment Opportunity Policy and to assist in carrying out the intentions and provisions therein.

V. Complaint Procedure

The Assistant Superintendent for Administration and Personnel will receive complaints of discrimination from applicants and school system employees which are based on race, religion, sex, age, political affiliation, national origin or disabilities. This procedure is also to be used by those applicants and employees who desire to file a harassment complaint.

Notwithstanding any provision herein to the contrary, employees who elect to pursue their complaints of discrimination under the State Board of Education grievance procedure may do so and not use this EEO Complaint Procedure to pursue such complaints. When a complainant decides to file with the Assistant Superintendent for Administration and Personnel, the procedures to be used to review the complaint are as follows:

PERSONNELRegulations Pertaining to Equal Employment Opportunity

(continued)

- A. Each complaint must be filed formally on the "Charge of Discrimination" form available in the Department of Human Resources.
- B. The form must be submitted to the Assistant Superintendent for Administration and Personnel within 60 calendar days of the alleged incident. For the purpose of this procedure, calendar days will apply for all time limits that are to be met under this procedure except where the last calendar day falls on a Saturday, Sunday, or legal school division holiday. In the event that this occurs, the next calendar day that is not a Saturday, Sunday, or legal school division holiday will be considered the last calendar day.
- C. The Assistant Superintendent for Administration and Personnel will appoint a three member review team to review the complaint. No member of the review committee shall have a direct working relationship with the school or department where the complainant is assigned. A member of the Department of Human Resources staff and the school board attorney will serve as ex officio members of the review team. The team will make a report and/or recommendations to the Assistant Superintendent for Administration and Personnel within 90 calendar days.

These procedures shall not be construed as limiting the resolution of complaints through informal or administrative agreements reached between the complainant and the alleged offending party. Resolution by this method should be given initial consideration.

This regulation is supplemented by procedures incorporated in the school division's Guidelines for the Implementation of the Equal Employment Opportunity Policy monitored by the Department of Human Resources.

Approved by Division Superintendent: August 26, 1997

Revised by Division Superintendent: August 26, 1997